



## Departmental Contract Enablement Roadmap

### July 1, 2014

#### Vendor Activities

##### Vendor Registration

- Review Vendor webcasts and Job Aids on finding POs and Bids in COMMBUYS
- All vendors on Departmental Contracts need to register themselves in COMMBUYS through the standard process at COMMBUYS.com
- Link Registered Vendor to Master Blanket PO
- Link catalog or distributor information to each Master Blanket PO or Vendor

#### Departmental Activities

##### Vendor/Contract Linkage:

- Take inventory of all Departmental contracts and associated Vendors
- Find/Create Master Blanket PO in COMMBUYS for each Contract
- Link Registered Vendor to Master Blanket PO

##### Vendor Catalog Enablement:

- Take inventory of all Departmental contracts and associated Vendors
- Evaluate the type of Catalog that should be used for each Vendor or Contract
- Create catalog or distributor information for each Master Blanket PO and submit to OSD
- OSD uploads catalog info to COMMBUYS
- Link catalog or distributor information to each Master Blanket PO or Vendor

**Questions?** You can reach the COMMBUYS Help Desk by phone (1-888-627-8283) and by email ([commbuys@state.ma.us](mailto:commbuys@state.ma.us))

**For More Information,** visit: [www.mass.gov/osd/commbuys](http://www.mass.gov/osd/commbuys) for training information, webcasts, job aids and other resources.